

## Job Aid: How to Purchase from a (G2B) Punchout.

### This Job Aid shows how to:

- Order from a G2B Contract

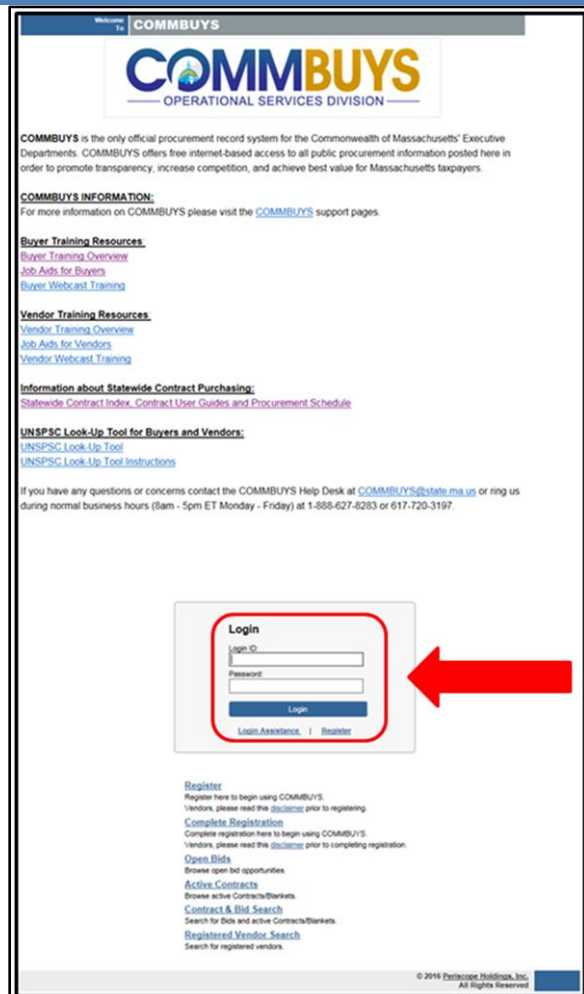
### Of Special Note:

COMMBUYS' punchout provides the ability to purchase directly from the websites of certain sellers. Punchouts are integrations developed with specific sellers that allow you to start a Requisition in COMMBUYS. Buyers can 'punchout' to a seller's online shopping website to search for and choose the desired items. Once items are selected, the buyer transfers these items to COMMBUYS to start a release requisition. Use of the punchout ordering process provides several benefits:

- ensures organizations always get the correct and latest pricing on items under contract;
- provides a means to track spending with these sellers and for particular items;
- allows for improved contract price negotiation in the future;
- offers the convenience of an online shopping website while also allowing organizations to utilize COMMBUYS automated approval routing.

**NOTE:** Be sure to **turn off your Pop up Blocker**. COMMBUYS Punchouts are supported by most standard browsers except Apple Safari.

### Screenshot



### Directions

#### Step 1 Launch COMMBUYS

1. Launch the COMMBUYS website by entering the URL for [COMMBUYS](https://www.commbuys.com) (<https://www.commbuys.com>) in the browser.
2. Enter your Login ID and password and click the **Login** button on the COMMBUYS landing page.

You must have either the Basic Purchasing or Department Access role to order from a G2B Catalog.

**NOTE:** In order to take advantage of the COMMBUYS feature supporting the purchase of goods from vendor Punchout Catalogs, remember to turn the pop-up blocker in your browser off.

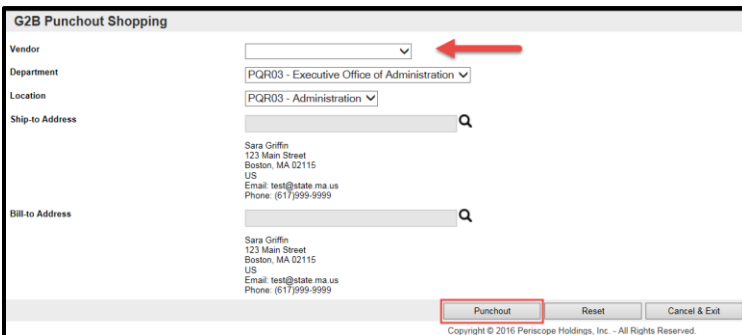
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### Step 2 Select the Punchout

Click the '**Shopping Cart**' icon  on the upper right side of the Header bar.

The **G2B Punchout Shopping** screen will appear.



### Step 3 Choose a Vendor

Prior to redirection to the seller's website to view and select Items, you must complete the **G2B Punchout Shopping** screen.

1. Select the **Vendor** from the dropdown list.
2. Select the **Department** and **Location**.
3. Select the **Ship-to** and **Bill-to Address**.
4. Click **Punchout**.

**Note:** The Department, Location, Ship to, and Bill to **auto-fill** with the user account information. If a change needs to be made this may be done by clicking the **Drop Down Menus** and **Search** icons.

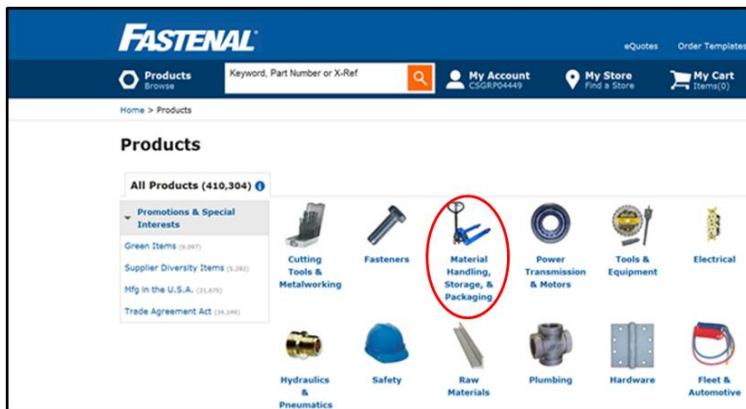
Punchout Requisitions cannot have different ship-to or bill-to addresses by line item. All items on one punchout can only be shipped to one address and billed to one address.

**NOTE:** The information entered on this screen cannot be changed once you 'punchout' to the seller's website.



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### Step 4 Select Items

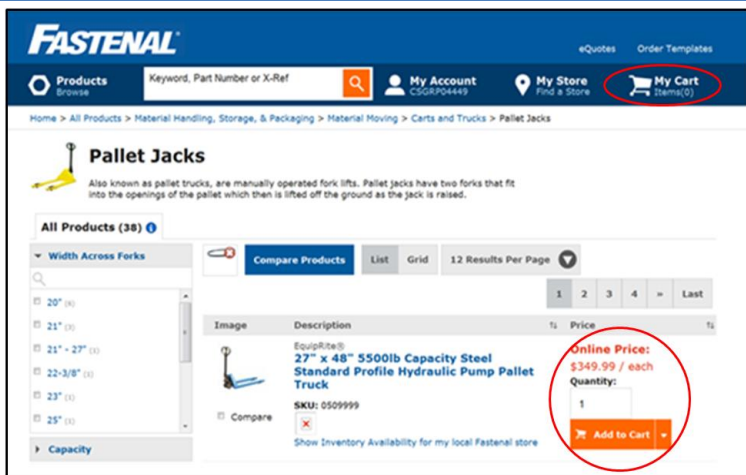
The selected seller's website displays.

Its appearance is similar to the seller's public website; however it will contain only the items and pricing available under the contract. COMMBUYS will remain open in the background.

This example uses Fastenal's punchout.

1. **Select** the items category needed for purchase.
2. **Continue** selecting sub categories (if necessary) until you locate your desired items.

Note: Punchout Catalogs are unique for each Vendor, so the following steps may vary slightly.



### Step 5 Add items

You can now shop by using the vendor's website search tools and add items to your shopping cart.

1. Choose the desired **Item** and fill in the **Quantity**.
2. Click **Add to Cart**.
3. Once you have chosen all your items, select the **My Cart** icon to start the checkout process.

When you are finished shopping review your cart.



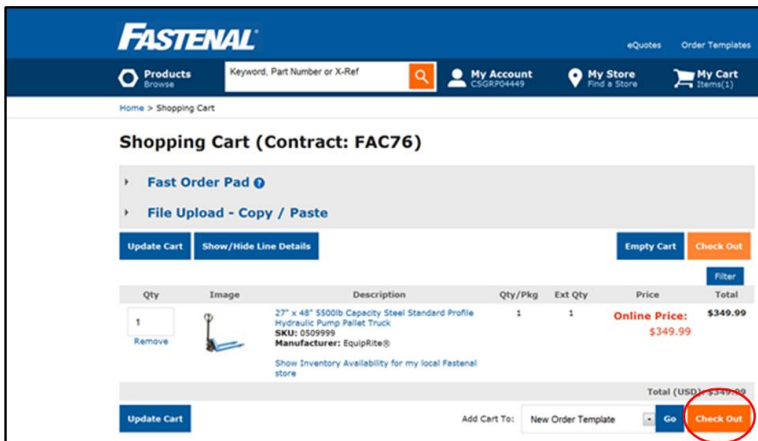
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### Step 6 Check out

Ensure that quantities are correct.

Click the **Check Out** button.

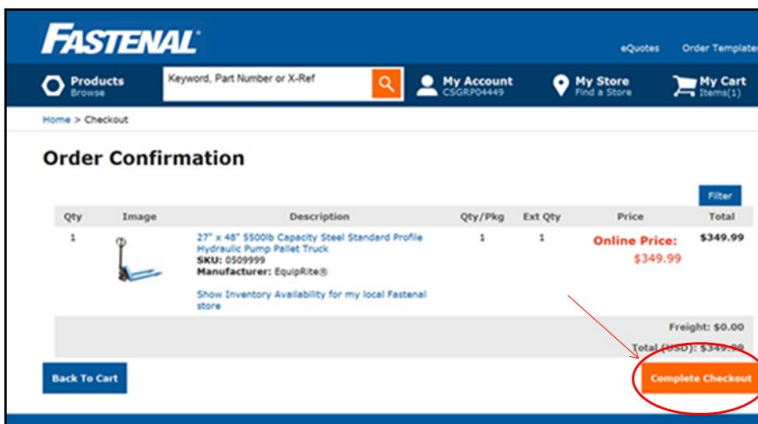


### Step 7 Complete Check out

- Select the **Complete Checkout** button to proceed.
- To continue shopping or make changes, select the **Back to Cart** button.

**Note:** The **Complete Checkout** button may be called something else in another vendor's website. For example W.B. Mason's webpage reads "**Proceed to Checkout.**"

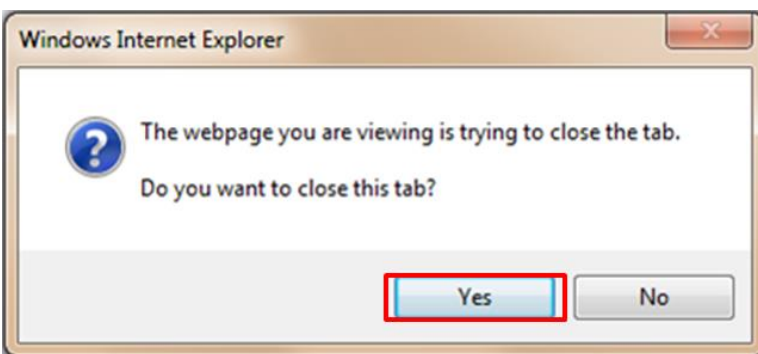
Note: Changes cannot be made to your items once you leave this page.



### Step 8 Dialogue Box

A Dialogue box appears asking "Do you want to close this tab?"

Click **Yes**.



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### Step 9 Complete the Requisition

A COMMBUYS Release Punchout Requisition with your selected items will appear when the seller's website closes.

The requisition is in an '*In Progress*' status; some fields have populated from the information entered before the 'punchout'. Most of the requisition will be un-editable.

The **Short Description** field was populated but the information can be edited. This is a searchable field. Users can enter a few keywords describing the purchase and/or the SWC number they purchased from so it can be easily searched for in the future.

You may also add:

1. Alternate ID: Enter information as required. This may include (but not limited to) data such as MMARS encumbrance ID or ERP/Accounting system transaction numbers for non-MMARS users
2. Special Instructions: Enter information as required. This may include (but not limited to) data such as shipping drop off info, locations, additional contacts, etc.

Click **Save & Continue**

### Step 10 Items check

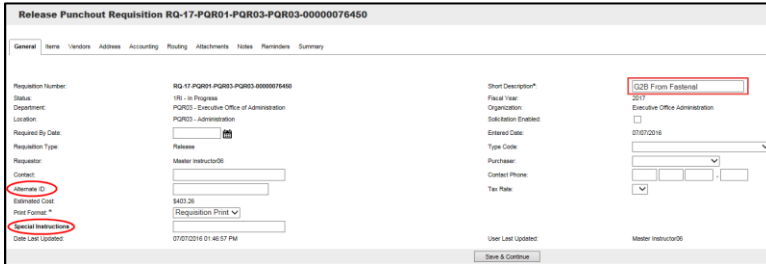
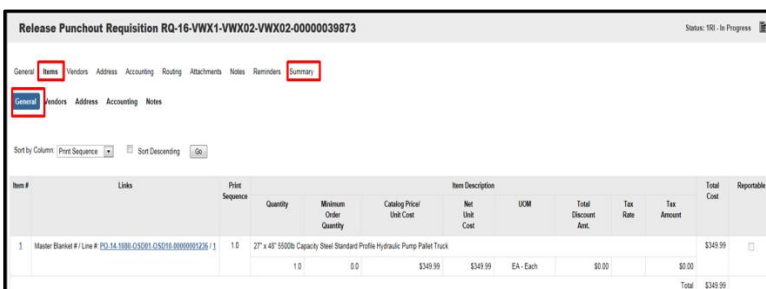
1. Click the **Items** tab.

The items selected in the cart were brought over and are now in the Items tab of the Requisition.

Ensure that all the Items and Quantities are correct.

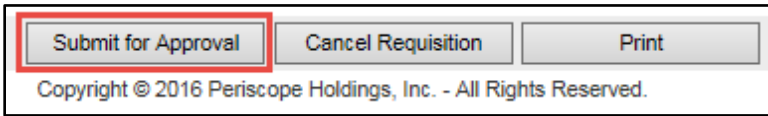
You will not be able to add or delete items that are imported during the Punchout. If an error is made you will need to start the punchout again, as no changes to the items can be made once the information has been brought into COMMBUYS.

2. Once you have checked your Items for accuracy, click the **Summary** tab.

Item #	Links	Print Sequence	Quantity	Minimum Order Quantity	Catalog Price/Unit Cost	Net Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost	Reportable
1	Master Bunked # / Line # PQ-16-VWX1-VWX02-VWX02-00000039873	1.0	1.0	1.0	\$349.99	\$349.99	EA-Each	\$0.00	\$0.00	\$0.00	\$349.99	
											Total	\$349.99

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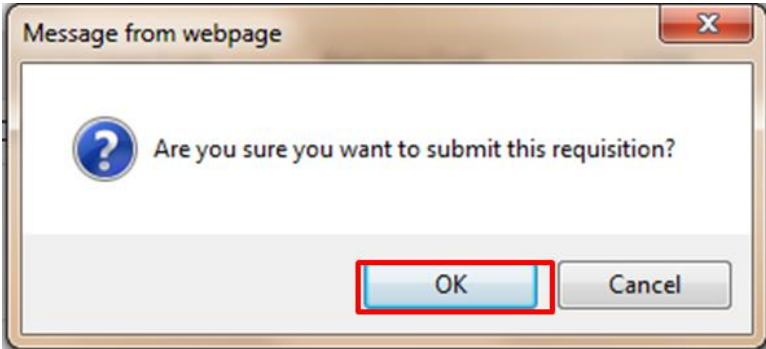


Submit for Approval   Cancel Requisition   Print

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### Step 11 Submit for approval

After reviewing the Summary Tab for correctness, scroll to the bottom and click the **Submit for Approval** button.



Message from webpage

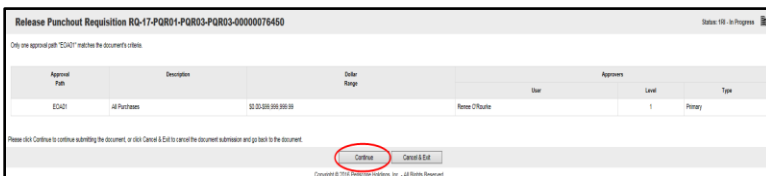
Are you sure you want to submit this requisition?

OK   Cancel

### Step 12 Dialogue Box

A dialogue box appears asking, "Are you sure you want to submit this requisition?"

Click **OK**



Release Punchout Requisition RQ-17-PQR01-PQR03-PQR03-0000070450

Only one approval path "ESAD" matches the document's criteria.

Approval Path	Description	Dollar Range	User	Approval Level	Type
ESAD	All Purchases	\$0.00-999,999.99	Robert O'Rourke	1	Primary

Please click Continue to continue submitting the document, or click Cancel & Exit to cancel the document submission and go back to the document.

Continue   Cancel & Exit

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### Step 13 Approval Path

Your order will go through the appropriate approval path. Once approved, you will receive an email from COMMBUYS.

If you do not have approval paths set up in your agency, select the **"Automatic Approval"** button.

If you are given a choice of multiple approval paths, select the appropriate one.

Click **"Continue" Or "Save and Continue"**.

**Note:** Be sure to follow your department's approval procedures and approval paths.

### Result – Purchase Order

Once you have an approved Requisition, a Purchase Order (PO) is created.

- Your Purchase Order (PO) will automatically be sent to the Vendor for processing.
- You will receive a PO Sent email alert from COMMBUYS.

The top right corner of your PO on the Summary page indicates – **Status: Sent**